



MINUTES
Airport Advisory Commission
June 24, 2015

COMMISSIONERS PRESENT: Andi Biancur - Chairman
Dave Elliott – Vice-Chairman
Tom Hayden
Dr. Chris Thornton
Randy Courduff
Steve Janitell

COMMISSIONERS ABSENT: Mark Baker

NON-VOTING MEMBERS PRESENT: John Maier – Alternate Commissioner
Rob MacDonald – Liaison Commissioner

NON-VOTING MEMBERS ABSENT: Jason Harris – Alternate Commissioner
Peggy Littleton – County Commissioner

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
Sam Schneider – Interim Assistant Aviation Director – P & D
Britt Haley – Legal Advisor
Kristine Andrews – Environmental Health & Project Specialist
Jennifer Harwig – Assistant to the Aviation Director
Nathan Lavin – Office Assistant

GUESTS PRESENT: John Fox – Embry-Riddle Aeronautical University Student
Rick Hoover - CTAB
Wayne Heilman – The Gazette

The next meeting date is Wednesday, July 22, 2015

I. APPROVAL OF THE MAY 27, 2015 MINUTES

Chairman Biancur called the meeting to order and asked whether all commissioners reviewed the May 27, 2015 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

John Fox – ERAU student
Rick Hoover - CTAB
Wayne Heilman – The Gazette

III. PUBLIC COMMENT

There were no comments or discussions during this segment of the meeting.

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

Airport staff reviewed seven (7) new land use items in June 2015: three (3) items in the City and four (4) in the County.

Airport staff made a no objection recommendation for all seven (7) items.

Commissioner Thornton made the motion to accept Airport staff's no objection recommendation for all seven (7) new land use items. The motion was seconded by Commissioner Courduff, and all items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Sam Schneider

Design and Planning Phase Projects:

Sam briefed commissioners on the status of the following projects:

- Terminal Apron and Trench Drain System rehabilitation
- Cooling Tower project

B. Finance and Administration

Traffic Report: April 2015 – Dan Gallagher on behalf of June Eveland

A summary of passenger enplanements, seats and load factors for each airline was provided, along with a summary of freight and mail, aircraft operations and landed weights. All monthly Traffic Reports are available at www.flyCOS.com.

Finance Report: April 2015 – Dan Gallagher on behalf of June Eveland

- Total Revenue was reported to be **20.2% below** budget for the month of February and **17.1% below** budget year-to-date.
- Total Expenditures are **20.4% below** budget for the month of February and **8.3% below** budget year-to-date.

- Dan Gallagher gave a detailed explanation to assist Advisory Commission members in understanding the reasons behind variances within each revenue and expense category. This detailed explanation can also be found within the meeting packet distributed at the AAC meeting.

C. Operations and Maintenance – Dan Gallagher

Dan briefed commissioners on the following Operations and Maintenance-related topics:

- Part 139 Inspection
- Xeriscaping project
- Recent rainstorm's impact on Sand Creek property

D. Director's Report – Dan Gallagher

Dan briefed the Advisory Commission on the following topics:

- Supplemental federal grant ordinance for the Terminal Apron and Trench Drain System project
- Execution of new lease agreement with JHW Investment Co., LTD
- Execution of new lease agreement with TKC CLVI, LLC

VII. OTHER BUSINESS

Liaison Commissioner MacDonald briefed the Advisory Commission on the upcoming Joint Land Use Study (JLUS) sponsored by the Pikes Peak Area Council of Governments (PPACG). The JLUS is a cooperative land use planning initiative among communities within a particular region and identifies ways in which these communities can work individually and collectively to prevent future encroachments that could impede a military installation's long term viability and military preparedness.

This JLUS could take up to 2 years to complete, with costs estimated at \$500,000. The U.S. Department of Defense - Office of Economic Adjustment (OEA) supports the JLUS program by issuing Cost-Shared Community Planning Assistance grants covering up to 90% of the costs. PPACG plans on applying for the federal grant supporting this study.

VIII. COMMISSIONERS' COMMENTS

Vice-Chairman Elliot briefed the Commission on various inquiries he receives pertaining to the Airport Influence Area.

IX. CHAIRMAN'S COMMENTS

Chairman Biancur briefed the Advisory Commission on the following topics:

- upcoming airport-related events at Meadow Lake Airport
- AOPA Fly-In
- Alternate commissioners Jason Harris and John Maier will become voting commissioners during the August 2015 AAC meeting, as commissioners Thornton and Elliott will be leaving the Airport Advisory Commission upon completion of their second terms as AAC voting commissioners. The City will be soliciting applications to fill two alternate commissioner positions.

X. ADJOURNMENT

Chairman Biancur made the motion to adjourn, which was seconded by Commissioner Hayden. There were no further comments or discussions and the meeting was adjourned at 4:03 pm.